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MEMO TO: District Homeless Liaisons and Authorized Representatives

FROM: Jacki Harasym, NDHEP Coordinator

DATE: September 15, 2015

RE: Homeless Liaison Training

The Office of Federal Title Programs is happy to announce the upcoming district homeless liaison certification training for all district homeless liaisons. The department will be offering five different options to participate in this eight week online training during the 2015-2016 school year. All district homeless liaisons are required to participate in one of the five training opportunities in order to receive their homeless liaison certification. All districts will be required to submit the homeless liaison certificate before their 2016-2017 consolidated application will be approved. This training will include practical applications allowing districts to obtain and implement the required resources in order to be compliant with the Title I and McKinney-Vento homeless student requirements.

The homeless liaison training will be offered online through Edmodo. This independent format will allow homeless liaisons to complete this training online when they are available. Please note, each weekly lesson will include a document submission due the following Monday.

It is essential that each liaison commit to the submission schedule in order to complete the training process. Please select a training session that best meets your schedule and will allow you to adhere to the submission due dates. Failure to provide your submission by the Monday submission deadline will result in being dropped from the training. Once dropped from a training, the homeless liaison will be required to register for another liaison training and start the training from the beginning.

The homeless liaison training will review and implement homeless student guidance, required processes, policies, forms, etc., allowing districts to be compliant with the Title I and McKinney-Vento district requirements.

There is no fee to attend this training; however, homeless liaisons will be required to download and print the training manual.

Online registration for this training can be found at www.surveymonkey.com/r/hlt2015-16. Each session will have a limited number of participation slots available, therefore, **enrollment in a specific training session will be on a first-come first-served basis**. The registration deadline for each training will be the Friday before the training start date. Participants will receive a confirmation notice and additional information via email within three to five business days of registration.

The following reflects the scheduled dates of each homeless liaison training session:

- **Training 1: October 5, 2015 – November 27, 2015**
- **Training 2: December 7, 2015 – January 29, 2016**
- **Training 3: February 1, 2016 – March 25, 2016**
- **Training 4: March 28, 2016 – May 20, 2016**
- **Training 5: May 20, 2016 – July 22, 2016**

If you would like more information regarding this training, please contact Heidi Merkel at hmerkel@nd.gov or (701) 328-2284.